

<p style="text-align: center;"><b>FRANKLIN COUNTY CLERK OF COURTS</b> <b>Maryellen O'Shaughnessy, Clerk</b></p>
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**NOTICE OF EXTERNAL JOB OPENING**

**JOB TITLE:** CUSTOMER SERVICE CLERK I  
**DIVISION:** Juvenile Division  
**JOB POSTING ID:** 05-J-14  
**MANAGER:** Torrey Taylor  
**STARTING SALARY:** \$12.45 Hourly/\$25,896.00 Annually  
**POSTING DATE:** Thursday, March 5, 2015  
**CLOSING DATE:** Wednesday, March 11, 2015 11:59 PM  
**JOB TYPE:** Full-Time, Permanent, Bargaining Unit

**Nature of Work**

- Provide assistance and informational services to customers in-person or by telephone regarding the issuance of legal documents
- Responsible for answering telephones and transferring calls to appropriate area
- Verify and determine authenticity of legal documents submitted by customer
- Review, verify, accept, and enter data from legal documents into case management (FCJS) and eFiling systems (e-Flex).
- Perform variety of clerical tasks related to processing of legal documents (e.g., time stamp, proofreads, sorts, files, copies, distributes data, and maintains entry logs)

**Minimum Qualifications**

- Skill in typing (test given); operation of computer, and other office equipment
- Ability to handle routine and sensitive telephone and in-person contact with general public, customers and government representatives
- Detail oriented and ability to multi-task
- Good attendance record
- Ability to work in a team environment
- Demonstrated customer service skills

To apply, please submit a resume and application electronically through Franklin County Clerk of Courts website (<http://www.franklincountyohio.gov/clerk/employment.cfm>) or email ([employeeapps@franklincountyohio.gov](mailto:employeeapps@franklincountyohio.gov)).

Full time: 40 hours/week

Salary Range: \$12.45 -\$16.52 Hourly  
\$25,896.00 -\$34,361.60 Annually

Healthcare Benefits: Medical, Prescription Drug, Mental Health/Chemical Dependency, Dental, Vision and Life Insurance

**CONTACT:** Jamie Belcher      Fax: 614-525-4325  
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